

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: LB0036213
POSITION NO: 202041
CLASS CODE: 0302
POSITION TITLE: _____

Date Posted: 02/27/12
Closing Date: OUF

DEPARTMENT NAME: Legislative Branch/Ethics and Rules Office
DEPARTMENT NO: 3 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R71A
Days: Monday to Friday Permanent: ☒ SALARY: _____
Hours: 8:00am to 5:00 pm Temporary: ☐ Duration: _____ \$ 69,284.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: _____ \$ 33.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs duties and responsibilities specified in the Plan of Operation for the Ethics & Rules Office; represents the Ethics & Rules Office in administrative ethics cases filed for hearing, as well as cases on appeal; advises and provides direction for ethics investigators; drafts administrative ethics complaints, with assistance of investigators; interviews witnesses when necessary; provide to the Law and Order Committee, reports and statistics on number of complaints reviewed by the Ethics & Rules Office, number of complaints formally filed for hearing and number of dismissals; exercises sound discretion and independent professional judgment in determining the merits of reports filed; concurs on all declination of cases; when necessary, assist the Law and Order Committee on public hearings relative to policies on ethics; provide necessary trainings on ethics for Navajo Nation employees and elected officials and other Navajo Nation entities to ensure adherence to ethics provisions of law; abides to all professional rules of conduct applicable to licensed bar members and government attorneys/advocates;

Supervises all staff pursuant to applicable Personnel Policies and sound management; prepares the annual budget for the Ethics & Rules Office; reviews all documents and correspondences of the Ethics & Rules Office to ensure accuracy and consistency in information released to other entities of the Navajo Nation and the general public; maintain current the disposition of all cases; generally represents the Navajo Nation in maintaining the highest standards of ethical conduct by those subject to such standards; and consistent with applicable rules of professional responsibility, providing adequate representation for the Ethics & Rules Office and ensuring that the interests and resources of the Navajo Nation are preserved and protected.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Public Administration, Business Administration or a closely related field; and

Member of The Navajo Nation Bar Association , preferred .

Experience:

Eight (08) years of administrative or management experience, which must include six (06) years of supervisory experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

[Must have experience in practicing law in any jurisdiction. Must have general experience performing highly responsible administrative work, including supervisory responsibilities, budget preparation and program development and administration. Must have general technical writing experience in areas of position statements, analytical writing on issues based upon research, composition and development of talking points, development of committee reports, quarterly reports, etc.] ***preferred.***

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, diploma, certificates, etc.)

License/Certification Requirements:

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, ***preferred .***

Special Knowledge, Skills and Abilities:

Must possess litigation skills, as well as knowledge of Navajo Nation rules applicable to appeals; must be able to exercise professional independent legal judgment regarding whether formal administrative complaints would be pursued; must be capable of providing direction to investigators of the Ethics & Rules Office regarding pending reports of ethics violations; while enforcing the Ethics in Government Law, must understand and respect the rights of the accused; must be able to perform all tasks, duties and responsibilities under limited and general direction; must possess skills required for performing a wide range of difficult complex administrative matters, including budgetary, financial, staffing and personnel management; must possess good effective communication skills, both verbal and written; must have skills in researching and interpreting complex legal documents; must be able to analyze complex written documents; must be computer proficient; must be able to establish and maintain good working relationships within the office, with other Navajo Nation programs, with all law enforcement agencies and with the general public; must be able to effectively speak Navajo and English; must possess sufficient knowledge of Navajo Nation, federal and state laws as to jurisdictional issues; must be able to satisfactorily perform all duties and responsibilities of the Ethics & Rules Office with limited available resources; and must have thorough knowledge of Navajo Nation ethics policies and applicable rules and regulations.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.
Revised: 1-15-99